

Section 12.4 FUNCTIONS MENU**Earnings History****Deductions Tab**

Purpose	This section describes the procedures for a user to inquire on deductions by using the Deductions tab. The tab displays all employee and state share deductions from January 1996 to March 29, 2001 for the selected employee.
Tab	Deductions
Reminders	<ol style="list-style-type: none">1. The Deductions tab is accessed through the Functions, Earnings History items on the Menu bar.2. Users can choose to view information in detail or summary form. When the summary form is chosen, the titles of the individual windows will change to include summary (i.e., Deductions Data window becomes Summary Deductions Data window).
References	<i>No specific references</i>

Deductions Tab

The following window is displayed when the required selection criteria information has been entered and the Deductions tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help). The main window is titled "MAIN HRS - Earnings History" and has several tabs: Selection, All Info, Compensation, Deductions (selected), Hours, and GPAs. The "Deductions" tab displays the following information:

SSN: 590-10-1877 **Name: Charania, Christloe P**
Detail Information for Pay Period Ending: 10/02/1999 PP No 21

Deductions Data
Detail Information for Pay Period Ending: 10/02/1999 PP No 21
SSN: 590-10-1877 **Name: Charania, Christloe P**

Deduct Code	Description	Employee Share	State Share
BG01	Field 2		\$0.23
BL01	Field 1		\$0.63
CU10	Credit Union	\$900.00	
DMPF	Dental Ins		\$12.44
FM04	Medicare	\$25.24	\$25.24
FT01	Fed Inc Tax	\$146.10	
HCFF	Bcn-Hc		\$246.54
IAEC	Ltd	\$35.82	\$28.72
LUSH	Emp. Life	\$1.20	\$15.47

Navigation buttons: <=, <, >, => **Close**

Ready

**Earnings History
Deductions Tab**

The following information is displayed:

Field Name	Description
Pay Period, SSN, Name	The pay period ending date and number, employee's Social Security Number and name.
Deduct Code	Type of deduction and coverage.
Description	Brief description of the deduction code.
Employee Share	Employee share amount for each deduction.
State Share	State share amount for each deduction.
Totals	Totals for both Employee share amounts and State share amounts.